

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Director, NPIC

DATE: 11 March 1963

FROM : Assistant for Plans & Development

SUBJECT: Questions From The Plans & Development Staff

1. What is general operating division image of the Plans & Development Staff?
2. What is general operating division understanding of the Plans & Development Staff's mission and responsibilities?
3. What is the Office of the Director's mechanism relative to assignment of planning problems to the Plans & Development Staff?
4. What is foreseen for role of the Technical Development Committee in future?
5. What is NPIC position regarding role of Joint Procurement/Development Committee as focal point for community leadership in such activities?
6. What are admin plans for providing more rapid response to recommended and Executive Director approved contract actions?

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NPIC/OS-92-63

9 March 1963

MEMORANDUM FOR: Executive Director, NPIC

SUBJECT : Agenda Items

1. It is recommended that the following items be included on the Agenda for our retreat March 22-23:

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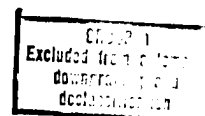
- A. Need for coordination at all levels (vertical and horizontal).
- B. Reasons for and analysis of marked drop in detailed national projects. — *primary reason — DELAY*
- C. Role of EDP at NPIC.
- D. Need for reduction in errors and omissions from reporting.
- E. Role of NPIC in supporting Operations Area, CIA.
(All-source Center)
- F. Extent to which national work supercedes departmental support (Determination of line of demarcation).

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Assistant for Operations, NPIC

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2 - OS/NPIC



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SECRET*From Admin*

SUGGESTED AGENDA ITEMS FOR NPIC

SENIOR STAFF CONFERENCE ☐

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1. Personnel Competitive Evaluation System

Agency regulations and DD/I policy prescribe that competitive evaluation of personnel in Grades GS-09 through GS-14 shall be accomplished by Heads of Career Services annually. The PI Career Service Board has not conducted a competitive evaluation for over three years: the last exercise being in January 1960 when employees in Grades GS-09 through GS-11 were competitively evaluated. *PID does comparative at all grade levels*

Drafts of the proposals are attached for your review.

2. Mid-Career Training Program

In a few weeks an Agency regulation is to be issued prescribing certain mandatory mid-career training programs as a prerequisite for advancement to senior grades.

It is recommended that the matter of a mid-career training program and the application and effect of this regulation on NPIC be discussed at this conference providing basic regulatory and instructional materials are issued prior to the conference.

3. Preparation of FY 64 T/O

We shall very shortly have to set about preparing in detail the ☐. In preparation of the ☐ we relied very heavily on the so-called "support to PI" ratio of approximately 3 to 1.

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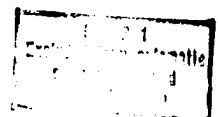
It is recommended that we discuss the validity of this ratio in light of the increased staff becoming available in the Center and the changing types of requirements being levied on the activity. Does this ratio any longer have validity?

4. Redefinition of Recruitment Requirements

Our recruitment efforts are now operating with a high degree of productivity and our EOD quotas per month are being met or exceeded. Of particular concern, however, is our genuine intent to recruit from outside, personnel for the higher graded positions, that is, GS-12 and above.

It is recommended that we discuss our continuing interest in recruiting personnel at these senior grade levels in light of our experience of October last during which time we EOD or recruited ☐

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4 March 1963

MEMORANDUM FOR: Executive Director, NPIC

SUBJECT: Major Problems, TID

1. Being kept informed of the official position NPIC takes in planning the long range photo collection effort and NPIC's position on each new collection program proposed toward the accomplishment of this long range plan. Which new proposal does NPIC support and why. Which ones do we not support and why. Who within NPIC establishes the stand NPIC takes. Who within the community is in agreement with the NPIC position and who is not. Then, what was the final community decision, who made it and why.
2. The problem of adequate lead time on new collection programs. Receiving up to date information on new photo collection programs including both those under consideration and those under contract development, with expected dates of operation for those programs accepted for final development. Parallel with this, the authority for NPIC to obtain sufficient program clearances so exploitation personnel can start preparatory work well in advance of the expected operational date.
3. The problem of new equipment development and manufacture for the division, including:
 - a. A regular up dating progress report to include expected dates of completion.
 - b. Who is the contract monitor and his alternate.
 - c. Knowledge of personnel assigned to work on projects related to the responsibilities of TID.
4. When a project due date is changed ^{or} ~~as~~ the need arises for measurements on a crash basis, let TID know as far in advance as possible. An indication of the expected need with a short explanation of why will help us respond more rapidly when the formal work request arrives.


Chief, Technical Intelligence Division

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- Orig & 1 - Addressee
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22 February 1963

MEMORANDUM FOR: Executive Director, NPIC

SUBJECT: Centerwide Problems Adversely Affecting
Publications Division Work

Pursuant to your request, there is listed below the major center-wide problems affecting the Publications Division.

1. Lack of representation - this is the number one problem. The Division is not represented on the Operations Board or the Technical Development Committee. Further, the Division does not have immediate and direct contact with several inter-departmental committees which we support in the production of intelligence reports such as GMAIC, JAEIC, and SIC. Numerous decisions are made which effect the operations and work of this Division but under present arrangements, PD plays no part in the making of the decisions.

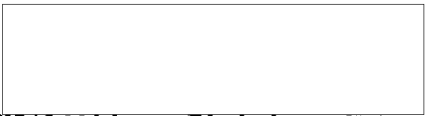
2. Centerwide instructions and procedures are needed which would provide guide lines on the way projects are to be worked and spell out the responsibility of each component involved.

3. An imbalance exists in the relative strengths of the PI's and the Publications Division. This Division has been recruiting people as rapidly as possible but so have the PI's and as a result we have never caught up. It is hoped that this imbalance can be corrected in the FY 1964 T.O. so that the excessive backlog of work facing this division can be eliminated and also permit a reduction in the heavy schedule of overtime that this Division has been working for months.

4. Discrimination, selectivity, and continuity is needed in the designation of coordinators for first-and second-phase reports and chairmen for detailed reports.

5. There is a need to decentralize responsibility in certain areas such as classification and dissemination.

6. Requirements should be more clearly stated, due dates should be more realistic, and an accurate meaningful report on the status of national projects should be periodically produced.


Chief, Publications Division, NPIC

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PSD/NPIC-80-63
8 March 1963

MEMORANDUM FOR: Executive Director, NPIC
SUBJECT: Problems


We have discussed your request for a minimum of three and a maximum of six problems to be discussed at a two day seminar of NPIC Division and Staff Chiefs and Deputies and we could only come up with one big problem. Every other problem brought up fell in the category of 1) Problems which will automatically be taken care of if the big one is solved or 2) Those which can be solved by agreement with one other component.

The one problem we feel is common to every production area in the Center is that of priorities, deadlines, and scheduling. Up until now we have been able to cope with most of our problems by working unlimited amounts of overtime. We must assume that unlimited overtime will cease someday, and we must look to this day and try to come up with some orderly, sensible approach to how to get the job done.

Very good

Presently we are working on the "squeaking wheel gets the grease" principle or the best namedropper ("Art wants," "McCone needs", "General Carroll is going to brief congress") gets the best service. When these priorities get finished we try to produce for the working P.I. As stated above we have been able to keep everyone happy but as the T/O fills our problems will multiply.

So we feel the prime problem for solution during the Seminar is that of determining the validity of the present priority claims and what we do with them once a determination is reached.


Chief, Production Services Division,
NPIC

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